

*James H. 2*  
*Agent Duty Status Report*

21 November 1953

MEMORANDUM FOR: Special Support Assistant, ED/S  
ATTENTION: [REDACTED]  
SUBJECT: Agent Duty Status Reports

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1. The present method of certifying periodic payments to field agents embraces functions which result in the expenditure of undue man hours in this Headquarters. Briefly, the present system involves the automatic submission of Form No. 433, Agent Duty Status Report, by Headquarters, FE Division, without verification. Such verification is eventually documented through the submission of Form No. 764, Field Duty Status and Overtime Report by the field element.
2. As the result of studies performed with respect to these functions, it is proposed that following the completion of each pay period, Form No. 764, Field Duty Status and Overtime Report be submitted directly from the Chief of Station to the Finance Division via FE/Support. The required reporting time for the field will be extended from thirty to sixty days. The preparation of Form No. 433, Agent Duty Status Report would be discontinued.
3. This proposal, if adopted, would eliminate the duplication of effort, not only in FE/Support, but also to a greater extent in the Finance Division. Conferences with pertinent officials in the Finance Division with respect to this proposal have received favorable consideration. In view of the anticipated savings realized in this Division, all components of ED/P may wish to avail themselves of this change in procedure.
4. It is hoped that this proposal will receive your favorable consideration.

[REDACTED]  
Chief, FE Division

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